

# Manage Recurring Events

Last modified on 02/24/2026 9:02 pm EST

[View upcoming recurring events](#) | [Filter recurring events](#) | [Remove a recurring event](#)

You can view all scheduled recurring appointments and breaks on the [Recurring Events](#) page.

## Recommended practice roles

- Front office/scheduling staff
- Practice administrators/office managers

## View upcoming recurring events

- Select [Schedule > Recurring Events](#).
- In the image below, the first entry is a recurring break (notice that there's no associated patient), and the next two are recurring appointments.

Manage All Upcoming Recurring Events

Filter by Patient Name  Search Filter by Doctor Name  Search Filter by Appointment Breaks

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Provider	Patient	Original Scheduled Time	Recur Description	Future Instances	Office & Exam Room	Details	Stop After Date
Hannah Provider	N/A	Feb. 11, 2026, noon	Repeats weekly on Monday, Tuesday, Wednesday, Thursday, Friday, starting 02/11/2026	02/16/2026 (Virtual)	West Office, Exam 0	ID: 246788771 Created: 02/11/26 6:02 p.m.	<input type="checkbox"/> Stop 02/11/2026
Hannah Provider	Eva Genmark	Feb. 23, 2026, 9 a.m.	Repeats weekly on Monday, starting 02/23/2026	02/23/2026 (Virtual)	West Office, Exam 1	ID: 246723776 Created: 02/11/26 5:57 p.m.	<input type="checkbox"/> Stop 02/11/2026
Hannah Provider	Peter Django	Feb. 23, 2026, 10 a.m.	Repeats every 12 weeks on Monday, starting 02/23/2026		East Office, Exam 1	ID: 246784273 Created: 02/11/26 6 p.m.	<input type="checkbox"/> Stop 02/11/2026

- You can see the future occurrences from the **Future Instances** dropdown.

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## Filter recurring events

Filter recurring events by patient name, provider name, or breaks. The list of recurring events is filtered by breaks in the image below.

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# Remove a recurring event

1. Use the date picker tool to choose the date you want the recurring event to end.
2. Select **Stop**.
3. Select **OK** in the confirmation window.

The recurring event is removed from the **Recurring Events** page and the **Calendar**.

If you set a date before the next appointment (such as the current date), the recurring event will end on the next appointment date. In the example below, **Stop After Date** is set to February 11, so Eva's recurring appointment will end on February 23 (her next appointment date).

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Hannah Provider	<a href="#">Eva Genmark</a>	Feb. 23, 2026, 9 a.m.	Repeats weekly on Monday, starting 02/23/2026	02/23/2026 (Virtual) <input type="text"/>	West Office, Exam 1	ID: 246723776 Created: 02/11/26 5:57 p.m.	<input type="button" value="x Stop"/> 02/11/2026
Hannah Provider	<a href="#">Peter Django</a>	Feb. 23, 2026, 10 a.m.	Repeats every 12 weeks on Monday, starting 02/23/2026	<input type="text"/>	East Office, Exam 1	ID: 246764273 Created: 02/11/26 6 p.m.	<input type="button" value="x Stop"/> 02/11/2026